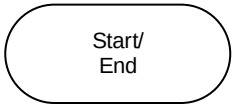
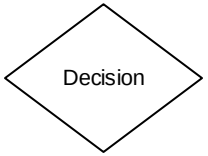
Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:

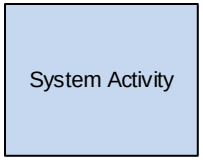
Template Key



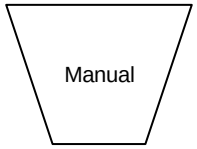
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



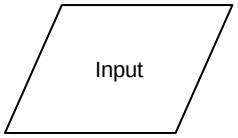
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI$Cal.

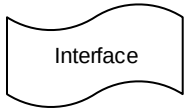


Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

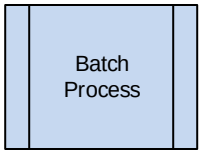


Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.

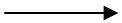
Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



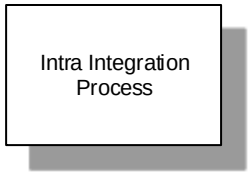
Interface – Data conversion from one electronic system to another.



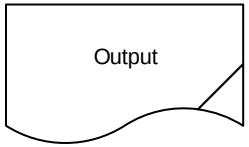
Batch Process - Represents a batch process within FI$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.



Flow Arrow



Intra Integration Process - A input or Output to some other process within the same capability

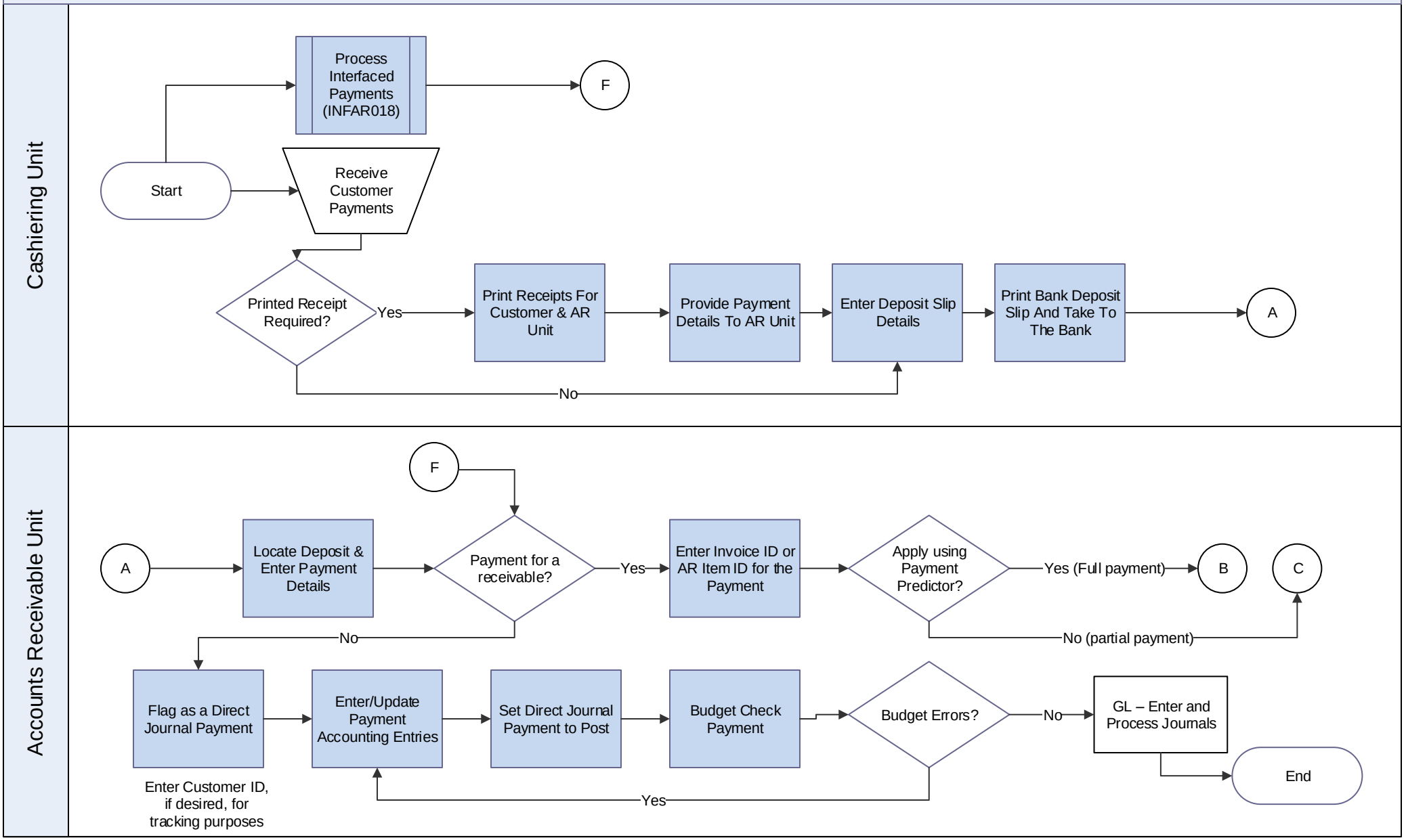


Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

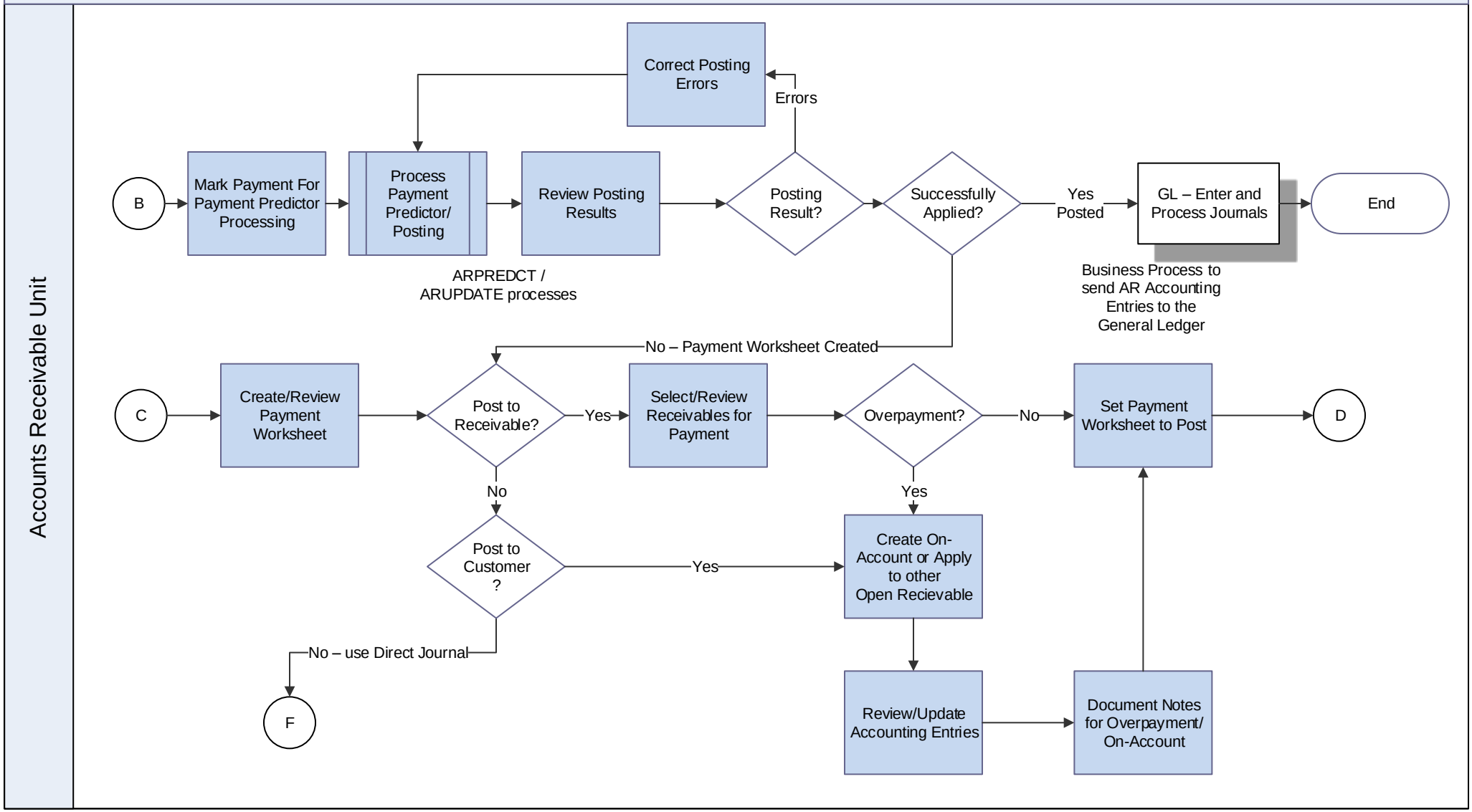
Role

Swim lanes used to indicate which user role has primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

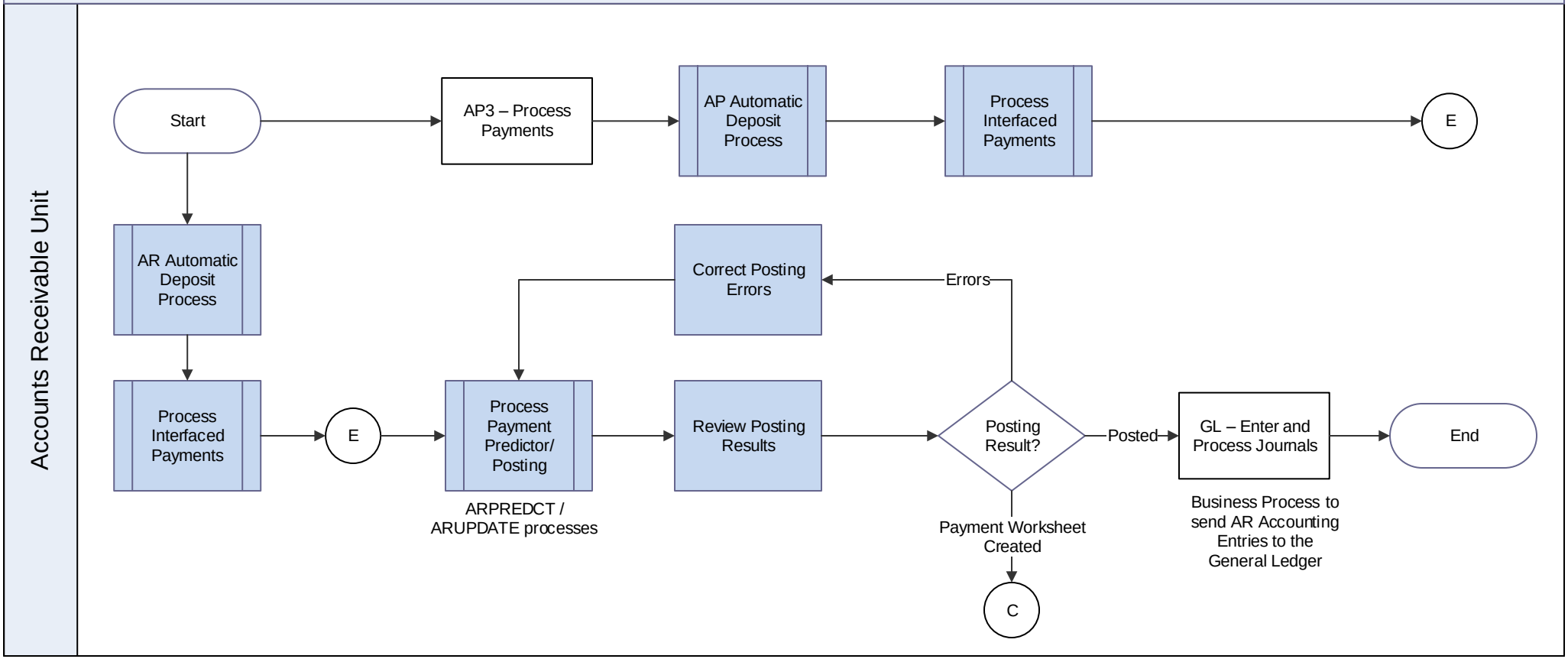
AR4 – Process Payments



AR4 – Process Payments

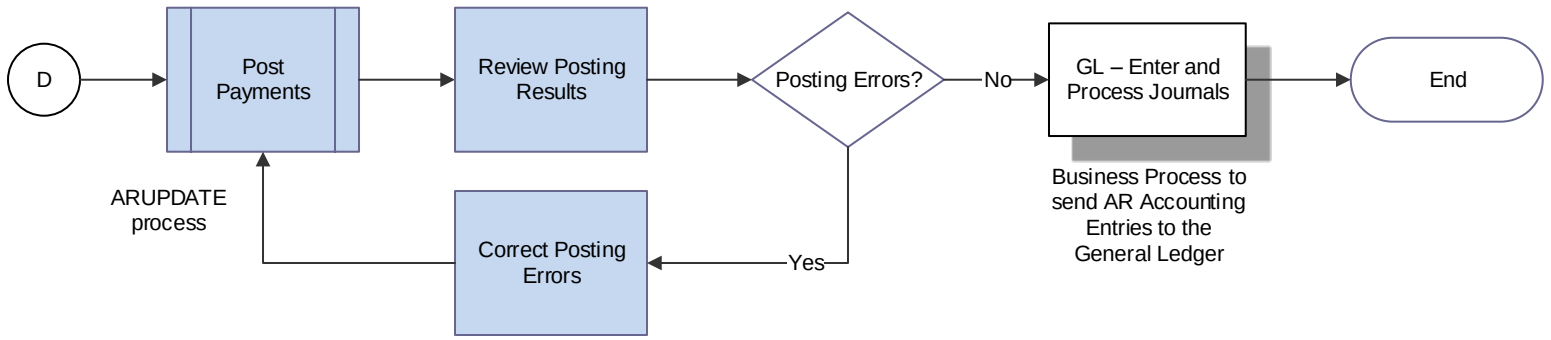
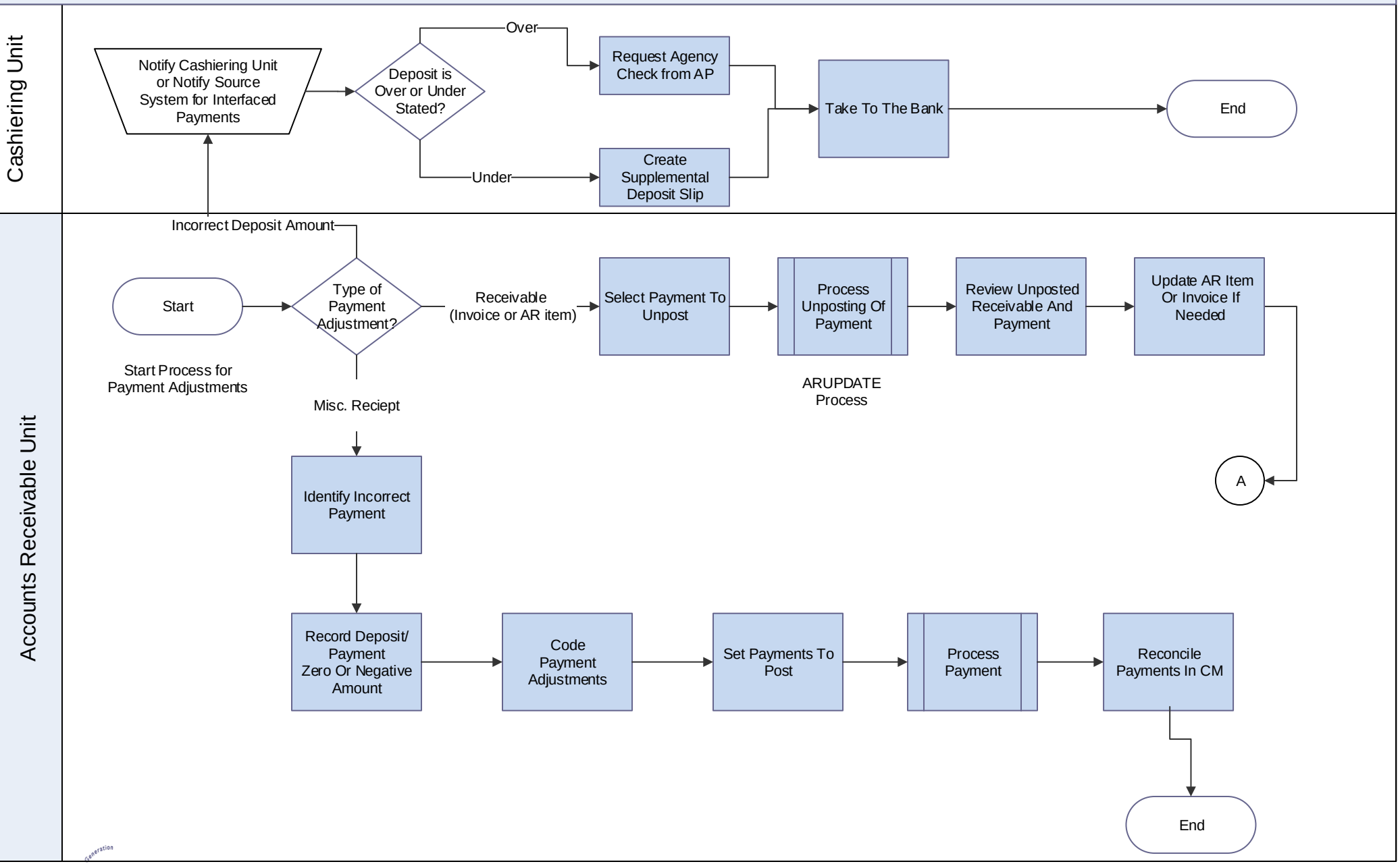


AR4 – Process Payments



AR4 – Process Payments

Accounts Receivable Unit



AR4 – Process Payments